PROVINCE OF SASKATCHEWAN

# 09-10

## ANNUAL REPORT

**APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION**

# SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

# SUPPLEMENTARY FINANCIAL INFORMATION

***FISCAL YEAR ENDING JUNE 30, 2010***

## SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

## SUPPLEMENTARY FINANCIAL INFORMATION
## 2009-2010

**Salaries:**

**Management**

Listed below are Senior Management staff (out of scope) salaries, totaling $50,000 or more, recorded in the fiscal year.

| | | |
|---|---|---|
| Black, Joe | Chief Executive Officer | $ 151,335.36 |
| Ewen, Rick | Director of Apprenticeship | 122,424.00 |
| Wong, Lillie | Director, Corporate Services | 111,285.00 |
| Stanger, Dawn | Strategic Advisor to CEO | 79,183.00 |
| | **Total Out of Scope** | **$ 464,227.36** |

Listed below are the In-Scope Employees' salaries, totaling $50,000 or more, recorded in the fiscal year.

**Permanent**

| | | | |
|---|---|---|---|
| Barker, Janet | $ 51,908.38 | Rex, Margaret | 55,634.84 |
| Barnsley, Grant | 50,955.50 | Rogers, Barbara | 51,426.52 |
| Blankestijn, Paul | 59,740.41 | Ryba, Andrew | 54,947.72 |
| Brown, Darren | 63,485.58 | Skomorowski, Linda | 59,980.20 |
| Burzminski, Melody | 50,975.63 | Sluchinski, Robert | 60,193.15 |
| Butler, Dennis | 68,487.20 | Smith, Patricia Kim | 62,621.36 |
| Cockwill-Melle, Elaine | 58,307.71 | Stubbs,Chris | 86,532.02 |
| Cole, Cindy | 52,853.29 | Wolf-Kaminski, Audrey | 75,242.87 |
| D'Amour, Brett | 63,380.36 | Zabolotney,Rennie | 76,999.54 |
| Envik, Rhonda | 55,541.52 | | |
| Frennette, Karen | 72,017.72 | | |
| Frey, Dean | 65,538.27 | | |
| Grimard, Danielle | 52,217.59 | | |
| Hampton, James | 63,369.73 | | |
| Johns, Robert | 74,283.49 | | |
| Kasper, Frank | 65,562.04 | | |
| Kroetsch, Dale | 62,618.53 | | |
| Mailloux, Michel | 50,985.95 | | |
| McClurg, Tracy | 63,876.15 | | |
| Myhill, Clyde | 70,571.48 | | |
| Potts, Loreena | 93,669.05 | | |
| Pusch, Sylvia | 68,159.14 | | |

**Total In-Scope** **$ 1,962,082.94**

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# Letters of Transmittal

October 2010

The Honourable Dr. Gordon L. Barnhart
Lieutenant Governor of Saskatchewan
4607 Dewdney Avenue
REGINA SK S4T 1B7

Your Honour:
I have the honour to present the Saskatchewan Apprenticeship and Trade Certification Commission Annual Report for the year ending June 30, 2010. The financial statements included in the report were prepared in accordance with *The Apprenticeship and Trade Certification Act, 1999*.

Respectfully submitted,

Rob Norris
Minister Responsible for the
Saskatchewan Apprenticeship and Trade Certification Commission

October 2010

Honourable Rob Norris
Minister Responsible for the Saskatchewan Apprenticeship
and Trade Certification Commission
Room 208, Legislative Building
REGINA SK S4S 0B3

Dear Minister Norris:

We have the honour to present the Annual Report of the Saskatchewan Apprenticeship and Trade Certification Commission for the period July 1, 2009 to June 30, 2010.

Respectfully submitted,

Garry Kot
Commission Board Chairperson

Joe Black
Chief Executive Officer

# A Message from the Commission Board Chairperson

On behalf of the Commission Board of Directors, I am pleased to present the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) 2009-10 Annual Report. The 65th anniversary of apprenticeship in Saskatchewan was another very successful and exciting year with much celebration. I am proud to have served as the Chairperson of the Saskatchewan Apprenticeship and Trade Certification Commission Board during its 10th year.

The SATCC celebrated three major milestones -10 years as an industry led Commission, the 65th anniversary of apprenticeship in Saskatchewan and the 50th anniversary of the first Red Seal issued in Canada. It was a great opportunity to reflect on the hard work, commitment and dedication of those who serve on the Board now and those who served previously. I want to thank each and every one of them for shaping the high quality standards for service delivery and certification that form the core of apprenticeship training and trade certification in Saskatchewan.

After 10 years of operation, the SATCC continues to meet the challenge of providing a variety of services to record numbers of clients, while maintaining the high standards and integrity of the system. This is possible only through the dedication, time and energy of the almost 600 voluntary members of the Saskatchewan Trade Boards (TB), Curriculum and Examination Development Boards (CEDB) and Trade Examining Boards (TEB). Each of Saskatchewan's 47 designated trades has dedicated industry representation though participation on these Boards which are essential for Saskatchewan's high quality – high performance apprenticeship program.

I want to thank all my colleagues on the SATCC Board of Directors, the staff at the Commission, our partners in government, industry and the training system for their continued support and collaboration. This cooperation and collaboration will ensure Saskatchewan apprenticeship continues to meet the needs of apprentices, employers and tradespersons while maintaining its profile as one of the best apprenticeship programs in Canada.

**Garry Kot, SATCC Board Chairperson**

# A Message from the Chief Executive Officer

Another exciting and challenging year for the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) has been entered into the historical records of Saskatchewan. The total number of registered apprentices (9,136), apprentices attending technical training (5,374), examinations written (2,519) and Journeyperson and Proficiency certificates granted (1,258) all hit record levels during 2009-10. The number of new apprentices registered during the year decreased from the previous year's total of 2,827 to 2,778, a decrease of 1.7%. This small decrease is a direct result of the general economic slowdown.

This annual report provides a summary of the financial and operational results for the SATCC fiscal year ending June 30, 2010. It is based on the goals, key actions and performance measures set out in the SATCC's 2009-12 Strategic Plan and the 2009-10 Business Plan. What the Annual Report does not show is the large numbers of volunteer hours invested in the apprenticeship system by Saskatchewan industry (employers and employees) through participation on the various boards and committees operating within the SATCC.

The apprenticeship system must be responsive to the needs of industry and accountable to stakeholders and government while maintaining high quality training. The Commission and its staff achieved this standard and successfully delivered the apprenticeship and trade certification program in the face of continuing growth challenges with finite resources.

One of the year's highlights was the announcement of a new Saskatchewan Youth Apprenticeship Industry Scholarships Program, initiated by industry partners and the SATCC. This is an excellent example of how the SATCC and its partners continue to seek innovative ways to attract and encourage young people to consider the skilled trades as their first career choice.

Forty scholarships, valued at $1,000 each, were awarded in June to selected, eligible high school graduates who have completed the Saskatchewan Youth Apprenticeship (SYA) Program. The SYA Program allows high school students to explore career opportunities in the skilled trades by providing awareness, research and hands-on experience.

My special thanks go to the Commission Board, industry partners, the Ministry of Advanced Education, Employment and Immigration (AEEI) and the staff at the SATCC. Without their outstanding professionalism and dedication to the Commission's clients, the SATCC would not have achieved this year's strong results.

I look forward to 2010-11 where continued strong partnerships with industry, government, training providers and the SATCC ensures a bright future for apprenticeship and trade certification in Saskatchewan and sets Saskatchewan apart as a leader in apprenticeship training and trade certification.

Joe Black, CEO

# Alignment with Saskatchewan Government Direction

The Commission's strategic goals, key initiatives, operations and programs align with and support Saskatchewan's strategic direction as set out by the provincial vision and strategic goals.

The Saskatchewan vision is:

- A secure and prosperous Saskatchewan, leading the country in economic and population growth, while providing opportunity for a high quality of life for all.

Government's vision is supported by the following three strategic goals.

- Sustain economic growth for the benefit of Saskatchewan people, ensuring the economy is ready for growth and positioning Saskatchewan to meet the challenges of economic and population growth and development.
- Secure Saskatchewan as a safe place to live and raise a family where people are confident in their future, ensuring the people of Saskatchewan benefit from the growing economy.
- Keep Government's promises and fulfill the commitments of the election, operating with integrity and transparency, accountable to the people of Saskatchewan.

Within each goal are strategic themes and actions through which provincial Ministries, Agencies and Commissions work toward a secure and prosperous Saskatchewan.

Apprenticeship and trade certification is fundamentally a labour market development program that provides a platform for workplace training and industry certification in 47 designated skilled trades and 23 sub-trades. To become a registered apprentice, a person must be working with an employer. The employer must be willing to register the apprentice with the SATCC and provide the workplace training that will allow the apprentice to learn and accomplish the competencies of the skilled trade that result in a Journeyperson Certificate of Qualification.

In this context, apprenticeship is a demand side training program, serving the needs of persons who are employed and registered in a skilled trade. Apprenticeship training differs from supply side pre-employment type training programs that are generally offered in post-secondary training institutions to prepare graduates for entry into the workforce.

With continued record levels of registered apprentices, the Commission is supporting industry growth through the development of a more highly skilled labour force resulting in an enhanced provincial economy.

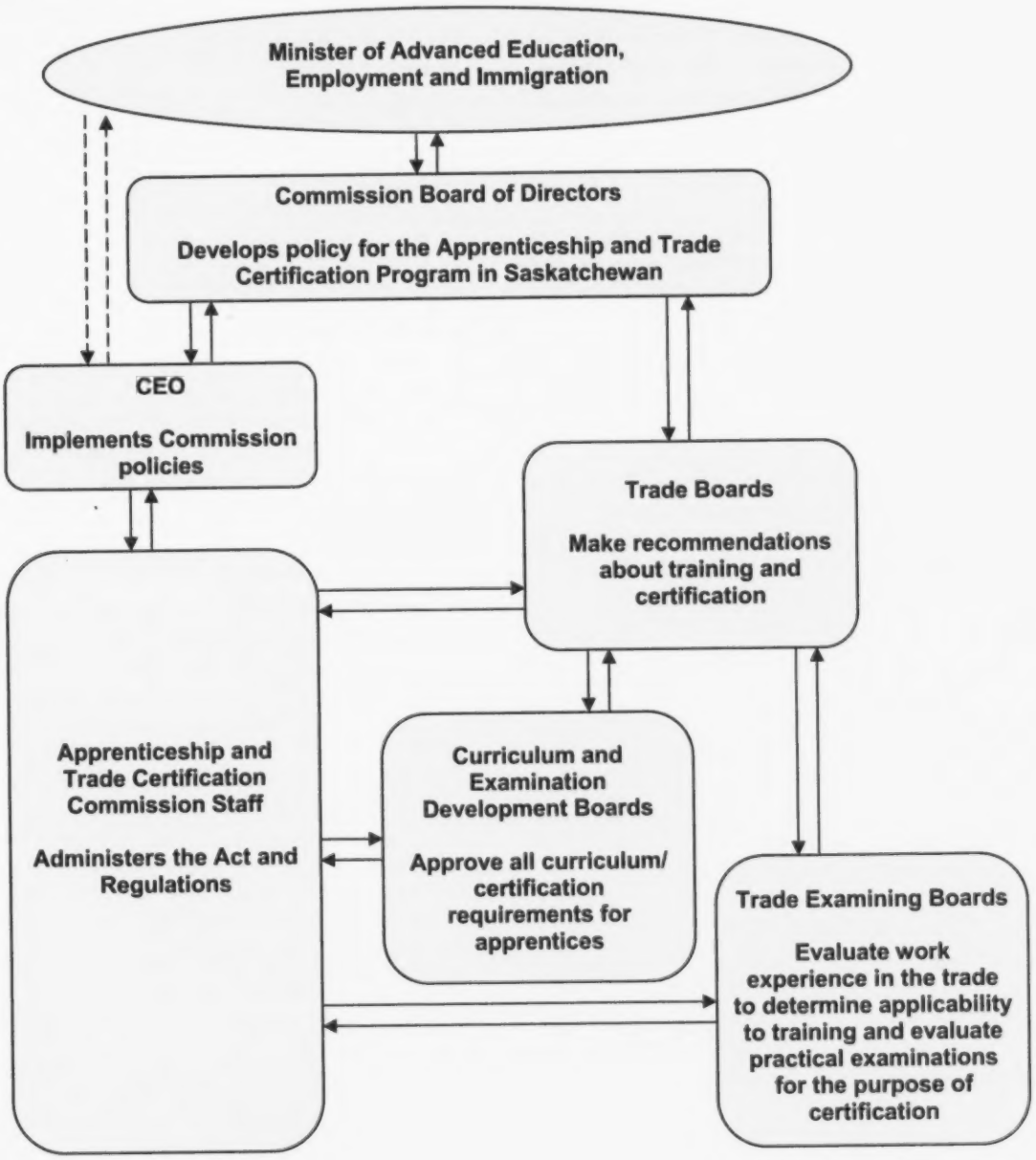
New and existing SATCC programs are helping to engage Saskatchewan youth and the Aboriginal population. The Commission continues to demonstrate strong leadership in apprenticeship and trade certification throughout Canada to ensure program effectiveness and continuous improvement.

In the following table, the SATCC demonstrates alignment of its strategic directions to Saskatchewan's strategic goals.

| PROVINCIAL STRATEGIC GOAL | SATCC STRATEGIC DIRECTION | ALIGNMENT |
|---|---|---|
| Economic Growth | Highly educated, skilled, and adaptable workforce | 9,136 apprentices registered in 47 designated trades; the apprenticeship model integrates on-the-job experience and technical training. |
| Economic Growth | Highly educated, skilled, and adaptable workforce | Work with other provinces to ensure labour mobility; 51 designated Red Seal trades; Saskatchewan has designated 36 of the designated Red Seal trades. |
| Economic Growth | Increased innovation and education in the province | Continue to support innovative programs for youth, aboriginal people, and women. |
| Economic Growth | Adequate level of support for economic development | Industry support for apprenticeship and sufficient training capacity in the post-secondary system for the skilled trades. |
| Economic Growth | Effective labour force development | 11,716 registered apprentices received services; programs for equity groups; labour market matching; competencies matched with employer needs; increased technical training seats to support increased numbers of registered apprentices. |
| Economic Growth | Infrastructure to support industry and economic activity | Skilled trade on-the-job and technical training and certification programs. |
| Economic Growth | Leadership in communication and cooperation of provinces in the New West Partnership | Support Saskatchewan as a leader in national and interprovincial apprenticeship and skilled trade committees and organizations. |
| Economic Growth | Keep young people in Saskatchewan | Saskatchewan Youth Apprenticeship (SYA) Program with 4,464 students participating; SYA Industry Scholarships Program launched with 40 scholarships awarded. |
| Accountability | Financial and operational transparency and accountability | Full compliance with financial standards; provision of audited financial statements in annual report; accountability model ensures focus on measurable outcomes. |
| Accountability | Strong partnerships with First Nations and Métis | Aboriginal Apprenticeship Initiative (AAI) operated and expanded over past seven years. |
| Accountability | Balanced budgets and reduction of debt | SATCC manages its funding to ensure balanced budgets. |
| Accountability | Professional Public Service | Highly skilled and knowledgeable employee group and competent, experienced management team. |
| Accountability | Manage with fiscal responsibility | Adhere to accepted financial and accountability standards. |

# Commission Overview

## Governance


Minister of Advanced Education, Employment and Immigration
Commission Board of Directors
Develops policy for the Apprenticeship and Trade Certification Program in Saskatchewan
CEO
Implements Commission policies
Trade Boards
Make recommendations about training and certification
Apprenticeship and Trade Certification Commission Staff
Administers the Act and Regulations
Curriculum and Examination Development Boards
Approve all curriculum/ certification requirements for apprentices
Trade Examining Boards
Evaluate work experience in the trade to determine applicability to training and evaluate practical examinations for the purpose of certification

## Authority

*The Apprenticeship and Trade Certification Act, 1999* establishes the Commission as a corporation and agent of the Crown, and authorizes it to manage the apprenticeship and trade certification system in Saskatchewan.

The Commission is given the authority to make regulations to ensure the efficient and effective operation of the apprenticeship system and to meet the needs of industry in a timely manner. Through the industry board structure and *the Act*, the Commission is accountable to the industry it serves and the Government of Saskatchewan.

The Commission reports to the Minister of Advanced Education, Employment and Immigration (AEEI), who is responsible for the administration of *The Apprenticeship and Trade Certification Act, 1999*. The Commission has 72.4 full time equivalent (FTE) positions and operates nine offices in Saskatchewan.

## Mandate and Operational Activities

The Commission uses its human, financial and capital resources to achieve its vision and mandate through key programs and operations.

The following principles and values guide the Commission's work both internally and externally:

- Industry-focus
- Collaboration
- Responsiveness
- Equity
- Transparency
- Accountability
- Innovation
- Excellence

Vision

A skilled and representative trades workforce, industry trained and certified.

Mandate

To develop and execute a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons.

Operational Activities

The following responsibilities and activities are key to the Commission fulfilling its mandated and legislated responsibilities.

- Administrative support for apprenticeship registration and record keeping for all Saskatchewan apprentices and journeypersons.
- Assess apprentice work experience and prior learning.
- Administrative support and facilitation of Commission and Trade Board activities.
- Develop and implement an annual technical training plan for registered apprentices.
- Develop and administer examinations.
- Administer journeyperson certificates.
- Monitor on-the-job apprenticeship programs and regulate through employer visits.
- Administer apprentice allowances for technical training.
- Initiate and maintain partnerships with industry, government, other jurisdictions and various stakeholders.
- Lead and participate in interprovincial apprenticeship and trade certification and related activities.
- Develop and implement program promotion and awareness materials and campaigns.
- Prudent management of financial and human resources.

## Board of Directors

A Board of Directors of up to 20 members is appointed by the provincial government to govern the Commission. Twelve members are selected by industry, based on sectors and equally representing employers and employees. Other Board members are selected by the Minister Responsible for the Commission and represent other stakeholders in the apprenticeship and trade certification system, including government, training providers and equity groups.

**Commission Board Membership – as of June 30, 2010**

**Commission Board Chairperson**
- Garry Kot – Construction Sector Employee Representative

**Commission Board Vice-Chairperson**
- Doug Christie – Construction Sector Employer Representative

**Commission Board Members**

Agriculture, Tourism and Service Sector
- Hazel Hack – Employee Representative
- Tom Mullin – Employer Representative

Construction Sector
- Monte Allan – Employer Representative
- Gregory Gaudet – Employee Representative
- Randy Nichols – Employee Representative
- Brent Waldo – Employer Representative

Motive Repair Sector
- Tim Earing – Employee Representative
- Walter Wilkinson – Employer Representative

Production and Maintenance Sector
- Jim Deck – Employer Representative
- Mervin Roncin – Employee Representative

First Nations - Vince Morrissette
Métis - Brett Vandale
Ministry of AEEI - Reg Urbanowski
Ministry of Education - Gerry Craswell
Northern Saskatchewan - Frank Burnouf
Persons with Disabilities - Doug Mitchell
SIAST - Brent Waldo
Women in Trades - Marral Thomson

The Commission Board has adopted the following standing committee structure to facilitate the work of the Board in developing recommendations for the Board's consideration regarding policy and operations. This committee structure will be reviewed in 2010-11 as part of a Board initiated governance review. The Board may also appoint ad hoc committees to undertake work regarding specific initiatives.

**Executive Committee**
Delegated to act on behalf of the Board of Directors between board meetings.

**Finance and Audit Committee**
Exercises due diligence over financial affairs of the Commission including the annual audit.

**Standards Committee**
Considers issues related to standards of training, certification, examinations, curriculum and entrance requirements, and provides guidance to Trade Boards on standards related to those issues.

**Representative Workforce Committee**
Promotes development of policies and practices to support and facilitate the growth of a workforce representative of the population of Saskatchewan.

**Innovation Committee**
Considers and promotes innovative ways to deliver training and support to apprentices and employers to raise the profile of, and reduce barriers to, apprenticeship.

# 2009-10 Results at a Glance

## Summary of Performance Results

- 47 designated trades and 23 sub-trades, four of which are compulsory.
- Certificates issued:
  - Journeyperson 1,206
  - Proficiency 52
  - Completion of Apprenticeship 1,181
  - Learner 254
  - Apprentice Year Cards 6,970
- 11,716 apprentices were registered and received services between July 1, 2009 and June 30, 2010.
- 5,374 apprentices received technical training.
- Average age of Level 1 apprentices was 27.66.
- Effective June 30, 2010, 9,136 apprentices were registered with the SATCC; an increase of 2.3% over the previous year.
- 1,216 registered apprentices declared themselves as persons of Aboriginal ancestry; 13.3% of the total registered apprentices.
- $400,000 of funding was dedicated to Aboriginal Apprenticeship Initiatives.
- 4,464 youth apprentices were registered through 242 registered high schools.
- 40 - $1,000 SYA Industry Scholarships Program scholarships were presented to graduates from 38 high schools in Saskatchewan; 25 were named industry scholarships.
- New promotional activities, including the launch of Saskatchewan Apprenticeship and Trade Certification Commission on Facebook, and interior and exterior transit advertisements.
- Approximately 56% of registered apprentices live outside of the urban centres of Regina and Saskatoon.
- 1,876 written and 489 practical journeyperson exams were administered.

| Key Results Area | 2009-10 Business Plan (BP) Projections | 2009-10 Actual |
|---|---|---|
| Total Registered Apprentices on June 30, 2010 | 9,500 | 9,136 |
| New Apprentices Registered | 3,000 | 2,778 |
| Youth Apprentices Registered | 4,000 | 4,464 |
| Apprentices in Technical Training | 5,460 | 5,374 |
| Upgraders/Updaters in Training | Not in 09-10 BP | 299 |
| Apprenticeship Training Allowance Claims Processed/Approved | 4,700 | 5,673/2,603[1] |
| Employer/Workplace Visits | 3,700 | 3,621 |
| Work Experience Assessments | 19,000 | 19,026 |
| Learning Disabled Assessments | 60 | 85 |
| Written Examinations (all types) | 1,900 | 2,519 |
| Practical Examinations | 500 | 489 |
| Journeyperson/Proficiency Certificates Issued | 1,200 | 1,258 |
| Industry Board/Committee Meetings | 115 | 116 |
| Trade Show/Career Promotions | Not in 09-10 BP | 464 |
| Revenue Generation (total non-grant revenue) | $2,265,700 | $1,989,510 |

[1] *All apprentices attending technical training can apply for a training allowance, but only those that meet the criteria are eligible to receive it.*

## Summary of Financial Results

**Grant Revenue**
The grant from the Ministry of Advanced Education, Employment and Immigration grew by $283,503 in 2009-10 for increased collective agreement costs.

**Fees**
In 2009-10, the Commission received $1,946,366 in fees for tuition, apprenticeship registrations, tradesperson applications and administrative services. This represents an increase of $69,026 over the previous year. The increase reflects an increase in apprenticeship registrations and increases in the number of apprentices taking technical training.

**Industry Contributions**
The Commission received funds as a result of an initiative involving companies awarded contracts administered by Government Services. The initiative requires the contractor to contribute $0.21 for every hour worked by each employee working on the contract. The contractor may submit this amount to either the Construction Opportunities Development Council or to the Commission. In 2009-10, the Commission received $24,057 through this initiative. This represents a decrease of $7,157 over the previous year.

In 2009-10, industry donations of $280,000 were received for the Saskatchewan Youth Apprenticeship (SYA) Industry Scholarships Program.

**Salaries and Personnel Expenses**
Salary costs of $3,625,206 in 2009-10 were approximately $38,194 under budget. This resulted from vacant positions primarily due to retirements and movement of staff.

**Program Contractual Services (Training Costs)**
In the 2009-10 year, SIAST, the Commission's main training provider, delivered training valued at approximately $13.45 million. Total training costs in the year were approximately $1.32 million over the previous year, primarily due to the purchase of additional training seats.

**Advertising, Promotion and Printing Costs**
Advertising and promotional costs in 2009-10 were approximately $189,395 greater than 2008-09. This amount includes the cost of a new youth apprenticeship information video, additional media advertising on transit buses and Facebook, and the Saskatchewan Youth Apprenticeship Industry Scholarships Program Fund.

**Budget Deficit versus Annual Deficit**
The 2009-10 year activity resulted in a deficit of $609,137. The budget for the year had anticipated a deficit of $1,027,800. The increase in client registrations and tuitions received, the increase in grant funds received towards technical training and savings in salary expenses resulted in a smaller deficit.

**Accumulated Surplus**
The Commission Board's policy requires a minimum of $480,456 to be maintained as a reserve to maintain operational needs. The accumulated surplus at the end of the fiscal year of $1,819,011 is comprised of financial and non-financial assets. Net financial assets make up $1,232,289 of the total, of which $207,470 is restricted for Aboriginal initiatives and will be disbursed in the next fiscal year. Of the remaining $1,024,819, $47,000 will be used for office environment improvements in the 2010-11 year and $50,000 is designated for the SYA Industry Scholarships Program.

The accumulated surplus will be used by the Commission to respond to the increased demand for apprenticeship services and training as a result of the growth in apprentice registrations experienced over the last few years.

**Budget Overview for 2010-11**
The Commission is budgeting a deficit for 2010-11 in the amount of $343,900 before amortization.

Wage-related and training costs in the 2010-11 budget were calculated based on changes in the public sector Collective Bargaining Agreements and provincial government guidelines for out-of-scope employees.

The budgeted salaries expense in 2010-11 includes a 15% vacancy rate. It is expected that retirements and staff movement due to increased job opportunities will continue for the foreseeable future.

# 2009-10 Year in Review

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) plays a key role in Saskatchewan's labour market development by providing a platform for workplace training, technical training, and industry certification in 47 skilled trades and 23 sub-trades.

From July 1, 2009 to June 30, 2010, the SATCC registered 2,778 new apprentices, issued 1,181 Completion of Apprenticeship Certificates and provided services to a record total of 11,716 registered apprentices. At year end, 9,136 apprentices were registered, a 2.4% increase over the previous year and a 54% increase since 2005-06.

This continued increase in apprenticeship registrations and trade certifications creates huge demands on the system for more training seats and other services. Investment in the system increased, both from government grants and the fees generated by the SATCC. The increase in government grants and the ability of training providers to meet the demand for training seats meant that 5,374 apprentices were able to attend technical training in 2009-10, an increase of 76.9% over 2005-06 numbers.

Several factors influenced this growth:

- A healthy, prosperous provincial labour market, with the lowest unemployment rate in the country.
- More employers engaging and/or re-engaging in the apprenticeship and trade certification system.
- The federal government providing two grants for apprentices, the Apprenticeship Incentive Grant (AIG) and the Apprenticeship Completion Grant (ACG).
- The successful Saskatchewan Youth Apprenticeship (SYA) Program creating positive awareness of careers in the skilled trades.

To create and maintain an effective infrastructure for apprenticeship skills development, the SATCC's key partners are: employers, apprentices and tradespersons, employer associations, unions, sector councils, the provincial government , the Saskatchewan Institute of Applied Sciences and Technology (SIAST), Saskatchewan regional colleges, other training providers, Aboriginal organizations, and the Canadian Council of Directors of Apprenticeship (CCDA), whose membership consists of two representatives from the federal government and one from each of the 13 apprenticeship jurisdictions across Canada.

The apprenticeship and trade certification program is a demand side training program, serving the needs of apprentices who are employed and registered in a skilled trade. Apprenticeship is different from supply side pre-employment training programs offered in the post-secondary institutions to prepare graduates for the workforce. Apprentices are employed, fully engaged in their chosen careers and contributing significantly to Saskatchewan's prosperous economy.

In the typical apprenticeship contract, approximately 80-85% of learning is experiential learning that occurs on-the-job while the balance takes place in a classroom, lab or shop setting. The employer's ability to provide the apprentice with opportunities to engage in a broad range of the tasks of the trade and to provide him or her with competent supervision and mentoring is a very important component of the program. Over 90% of apprentices agreed that their employers assigned work so that the apprentice experienced the broadest range of tasks available at that workplace. *(Source: SATCC Youth, Parent, Apprentice and Employer Study, March 2007)*

The SATCC undertakes a number of activities to support the relationship between employers and apprentices including:

- Assisting employers, apprentices and supervising journeypersons to understand and meet the workplace training requirements of the apprenticeship program.
- Providing information about the services and benefits of the apprenticeship program to apprentices, tradespersons, workplace mentors and employers.
- Evaluating individual workplaces for the delivery of on-the-job apprenticeship training.
- Developing and distributing standards and guidelines for the on-the-job training component.
- Developing workplace training plans for individual employers and apprentices.
- Developing, revising and/or approving technical training curricula for all designated trades in Saskatchewan.

- Developing, revising and validating examinations for use in designated trades in Saskatchewan.
- Participating in, and contributing to, the Interprovincial Standards Red Seal Program across Canada.

In addition to providing technical training for apprentices and tradespersons, the Commission is mandated to ensure that employers comply with journeyperson and apprentice training ratios to ensure sufficient time is available for the journeyperson to mentor the apprentice.

In September 2008, the Commission conducted a review of journeyperson to apprentice ratios, through a survey of industry as represented by Trade Board members. Based on the results of the survey, the Commission Board of Directors recommended relaxing the journeyperson to apprentice ratio in almost half of Saskatchewan's designated trades. A regulation change was made through legislation in May 2010 so that those trades that had a ratio of one apprentice to one journeyperson (1:1) now have a ratio of two apprentices to one journeyperson (2:1).

Staff and voluntary Board members play a key role in the success of the SATCC.
- Commission Field Consultants ensure on-the-job training proceeds in step with technical training.
- Program Development Officers ensure both on-the- job and technical training curricula are current.
- Training Coordinators monitor apprentices' progress and schedule them for technical training.
- Industry Trade Boards make Commission staff aware of changes in industry practices.

Establishing and maintaining occupational standards in the skilled trades involves two factors:
- a competent cohort of program development personnel, including Commission staff and industry volunteers; and,
- collaboration with partners and stakeholders in the training system.

Each of Saskatchewan's 47 designated trades has dedicated industry representation through the participation of almost 600 members on Trade Boards (TB), Curriculum and Examination Development Boards (CEDB) and Trade Examining Boards (TEB).

The Commission manages the renewal process for the boards and strives to balance the interests of rural and urban areas, different sectors, mature and start-up industries and employers and employees. These boards completed examinations for the newly designated Esthetician trade and reviewed and revised 42 interprovincial examinations and 17 provincially developed examinations.

SATCC showed leadership in apprenticeship occupational standards development and maintenance by engaging in the following activities:
- Developing, reviewing and/or validating the National and/or Provincial Occupational Analyses (NOAs/POAs) for all existing designated trades in Saskatchewan and those with potential for designation.
- Assisting employers, apprentices and supervising journeypersons to understand and meet the workplace training requirements of the apprenticeship program.
- Developing essential skills profiles for designated trades.
- Assessing work experiences of apprentices and tradespersons.
- Developing on-the-job training guides for all employers of apprentices to assist with the experiential learning component of the apprentice's training.

Currently, the Red Seal Program encourages the pan-Canadian harmonization of jurisdictional apprenticeship training and certification programs by developing and maintaining interprovincial standards for the 51 Red Seal trades. The SATCC uses only Red Seal standards and examinations in those trades that are both Red Seal and provincially designated. The remainder of the trades are provincially designated and do not yet have a Red Seal equivalent.

The Pan-Canadian Framework for the Assessment and recognition of Foreign Qualifications represents a joint commitment by federal, provincial and territorial governments to work together to improve the systems for assessing and recognizing foreign credentials in the skilled trades. As labour mobility is guaranteed under the Agreement on

Internal Trade (Chapter 7), consistent foreign qualification assessment and recognition practices between jurisdictions is very important.

In 2009-10, the SATCC received funding to complete a review of how each Canadian jurisdiction assesses and recognizes foreign credentials for certification in both voluntary and compulsory Red Seal trades. Upon completion of the study in the spring of 2011, SATCC will use the results to strengthen its own assessment processes.

The SATCC ensures Saskatchewan continues to take a leadership role in interprovincial apprenticeship activities by participating on national committees as follows.

- The SATCC CEO is a member of the Executive Committee of the CCDA.
- The SATCC Director of Apprenticeship is the Chair of the Interprovincial Computerized Examination Management System (ICEMS) Working Group, leading the redevelopment of Canada's national "Red Seal" examination generation and statistics gathering software.
- The SATCC Assistant Director of Programs is Saskatchewan's representative on the Interprovincial Standards and Examination Committee (ISEC) and is Vice-Chair of this Red Seal Program national work group.
- The SATCC Strategic Advisor to the CEO is a member of the CCDA Research Committee.
- The SATCC Communications and Marketing Manager is a member of the CCDA Communication and Promotion Committee.

In June 2010, the inaugural Darryl Cruickshank Memorial Award was presented to Paul McLellan, CEO of Alliance Energy Group of Companies, at the Canadian Apprenticeship Forum's (CAF) 2010 Fifth National Conference, in St. John's, Newfoundland. The award was commissioned by the CCDA to honour Mr. Cruickshank's significant contributions to the Interprovincial Standards Red Seal Program and will be awarded every second year. Mr. McLellan, a Red Seal Journeyperson Electrician certified in Saskatchewan, has over 20 years of volunteerism with apprenticeship in Saskatchewan serving 15 years as a Board member and 10 years as the SATCC Board Chairperson.

# 2009-10 Performance Results

## Introduction

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) logic model provides a framework for the Commission's strategic and business planning. Included in the model are three medium-term outcomes to which resources and efforts are directed:

- Employer Training Commitment - Effective infrastructure for apprenticeship skills development for employers of skilled tradespersons.
- Trade Skills Development - Increased trade-specific competencies for apprentices and tradespersons.
- Validation of Trades Careers - Increased recognition by the Saskatchewan public of skilled trades as legitimate, valuable and rewarding career choices.

Based on this framework and the 2009-12 SATCC Strategic Plan, the Commission's 2009-10 Business Plan set out the goals, key actions and performance measures the Commission would undertake during the year, including key initiatives and program priorities.

The following section articulates the Commission's goals, outcomes and performance measures for its operations from July 1, 2009 to June 30, 2010.

## Goal 1
## Service Delivery Excellence

To identify, develop, deliver and evaluate services and service targets to meet the needs of internal and external clients.

**Key Action 1A**

- Ensure programs and services are delivered to apprentices, employers and tradespeople to meet the SATCC quality of service standard.

**Outcomes and Performance Measures 1A**

- On average, across all trades, 74% of Saskatchewan apprentices passed the journeyperson exam. In the 2009 calendar, 79% of Saskatchewan apprentices passed the Red Seal (Interprovincial) journeyperson exam, compared to the national average of 75%.
- Over 97% of employers are satisfied with the quality of the certified journeyperson following completion of apprenticeship. [1]
- Depending on the level of training, between 87% and 94% of employers were satisfied with the apprentices' ability to contribute to growth and profitability of their company.[1]
- Over 90% of apprentices were satisfied with the quality of on-the-job training they received.[1]

[1] *SATCC Youth, Parent, Apprentice and Employer Study, March 2007*

| | 2009-10 Business Plan Projections | 2009-10 Actual |
|---|---|---|
| Total Registered Apprentices on June 30, 2010 | 9,500 | 9,136 |
| New Apprentices Registered | 3,000 | 2,778 |
| Youth Apprentices Registered | 4,000 | 4,464 |
| Apprentices in Technical Training | 5,460 | 5,374 |
| Apprenticeship Training Allowance Claims Processed/Approved | 4,700 | 5,673/2,603 |
| Employer/Workplace Visits | 3,700 | 3,621 |
| Work Experience Assessments | 19,000 | 19,026 |
| Learning Disabled Assessments | 60 | 85 |
| Written Examinations (all types) | 1,900 | 2,519 |
| Practical Examinations | 500 | 489 |
| Journeyperson/Proficiency Certificates Issued | 1,200 | 1,258 |
| Industry Board/Committee Meetings | 115 | 90 |

- Of those employers who were aware of the on-the-job training guides, just over 89% found it important in helping employers see what an apprentice needs to learn in order to be successful.[1]
- Almost 95% of apprentices "agreed" or "strongly agreed" that the competencies listed by SATCC for their trade were important to their ability to perform on-the-job.[1]
- Depending on the level, between 89% and 92% of employers were satisfied with the apprentice's ability to perform the tasks of the trade as expected.[1]
- 2,778 information packages were mailed to newly registered apprentices containing information regarding their apprenticeship program, on-the-job training guide and the role of SATCC and the employers.
- Program Development staff revised and updated on-the-job training guides for 10 designated trades.
- Staff completed 114 revisions to apprenticeship, upgrader and examination information materials completed and posted on the website to ensure employers and tradespersons access to the most current information.
- Released the Red Seal examination item bank for Mobile Crane Operator; the Concrete Finisher Red Seal examination item bank was released to another jurisdiction; the SATCC became host for the Roofer Red Seal examination item bank; Hairstylist is in the final stages of development; and Partsperson is under development.

[1] *SATCC Youth, Parent, Apprentice and Employer Study, March 2007*

**Apprentices: Registrations, Completions and Cancellations Five Year Overview 2005-06 to 2009-10**

| Year | Number of Newly Registered Apprentices | Number of Completions | Number of Cancellations | Total Number of Registered Apprentices |
|---|---|---|---|---|
| 2005-06 | 2,101 | 894 | 728 | 5,915 |
| 2006-07 | 2,408 | 765 | 779 | 6,779 |
| 2007-08 | 2,853 | 861 | 640 | 8,130 |
| 2008-09 | 2,827 | 1,036 | 997 | 8,924 |
| 2009-10 | 2,778 | 1,341 | 1,225 | 9,136 |

| Program Development Activity | 2007-08 | 2008-09 | 2009-10 |
|---|---|---|---|
| **Examinations Reviewed/Implemented** | | | |
| Interprovincial Examinations | 19 | 42 | 33 |
| Provincial Journeypersons | 2 | 2 | 1 |
| Level/Placement | 10 | 8 | 17 |
| Practical | 2 | 5 | 2 |
| Endorsement and Proficiency | 1 | 1 | 5 |
| Diagnostic | 0 | 1 | 5 |
| Examination Appeals Reviewed | 20 | 14 | 43 |
| **Boards** | | | |
| Trade Board/Curriculum and Examination Development Board Meetings | 111 | 122 | 116 |
| Trade Board Human Resource Plans | 48 | 48 | 44 |
| Trade Specific Program, Promotional and Information Materials Revised | 322 | 115 | 114 |

## Goal 2
## Staff Resources

To recruit and maintain a positive, flexible and knowledgeable staff with access to training for innovation and technological change to ensure successive growth.

**Key Action 2A**

- SATCC Staff Training and Development Plan budget set at 1.5% of SATCC total salary budget.
- Continued implementation of the SATCC Staff Training and Development Plan for all employees (e.g. client service, change management, technology change, equity awareness) and Employee Development Program (EDP), expanded to add a personal well-being dimension (e.g. retirement planning, aging parents).

**Outcomes and Performance Measures 2A**

- Continued to support the Staff Training and Development Plan and the Employee Development Program (EDP) through a budget of 1.5% of the total SATCC salary budget. The EDP, implemented in 2006-07, encourages employee participation in lifelong learning and to provide personal development opportunities.
- 34 employees or 47% of the staff participated in EDP through registration and attendance at 52 courses.
- In 2009-10, the SATCC had a total of 72.4 full-time (FTE) equivalent positions with a voluntary separation rate of 4.9%; the voluntary separation rate of Canadian Government organizations is 5.7%[2].

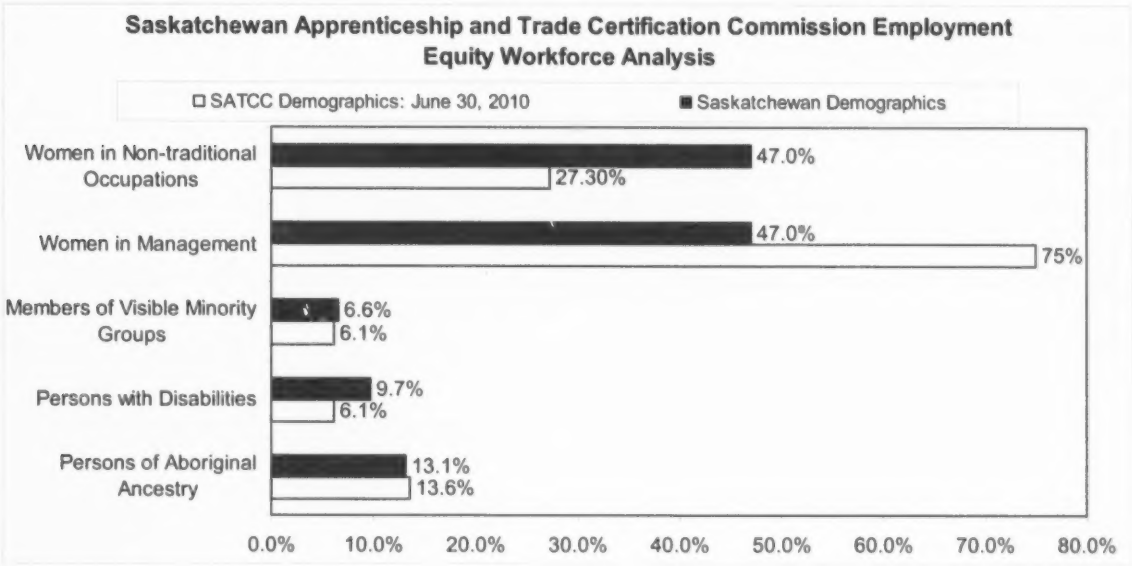
[2] *Public Service Commission 2009-10 Annual Report, Page 11.*

**Key Action 2B**

- Implement governance and leadership training for Board members and senior management.

**Outcomes and Performance Measures 2B**

- The SATCC Board of Directors engaged a governance consultant to work with the board on governance practices and to review and, where necessary, revise Board policies and practices.




## Goal 3

## Promotion

To promote apprenticeship as a valuable and rewarding career choice.

**Key Action 3A**

- SATCC, in conjunction with industry partners and stakeholders, promotes messaging of skilled trades as a positive career choice for youth and under-represented groups.

**Saskatchewan Apprentice Registrations of Under-Represented Groups 2005-06 to 2009-10**

| Year | Total Number of Equity Members | Total Women | Women in Predominantly Male Occupations | Aboriginal People | Visible Minority | People with Disabilities |
|---|---|---|---|---|---|---|
| 2005-06 | 2,261 | 872 | 299 | 1,108 | 98 | 183 |
| 2006-07 | 1,993 | 719 | 202 | 1,028 | 47 | 199 |
| 2007-08 | 2,500 | 882 | 278 | 1,243 | 117 | 258 |
| 2008-09 | 2,490 | 915 | 285 | 1,174 | 118 | 283 |
| 2009-10 | 2,409 | 824 | 228 | 1,216 | 92 | 277 |

**Outcomes and Performance Measures 3A**

- 93 ads promoted apprenticeship and skilled trades careers to youth, underrepresented groups and employers using rural, urban and specialty publications.
- 884 vignettes and 559 promotional spots ran in the "Seeds of Success" campaign supported by Rawlco Radio on more than 13 Saskatchewan radio stations.
- SATCC staff participated in 464 career and trade fairs for students and the public.
- SATCC Field Consultants visited 3,621 workplaces/employers across Saskatchewan.
- 31 completing apprentices newly certified as journeypersons received an award for their outstanding achievement as the top achievers from among the 1,206 new journeypersons certified in the 47 skilled trades between July 1, 2008 and June 30, 2009.
- Fourteen industry associations provided scholarships or awards recognizing outstanding journeyperson achievement in 15 skilled trades.
- Six apprentices recognized for achieving gold medals in the provincial Skills Canada competitions in Regina in April 2009.
- SATCC continued its support of in Skills Canada Saskatchewan competitions and Saskatchewan Women In Trades and Technology (SaskWITT) programs.

**Key Action 3B**

- Revise the Aboriginal Apprenticeship Initiatives (AAI) program eligibility parameters and evaluate changes.

**Outcomes and Performance Measures 3B**

- Approved 10 Aboriginal Apprenticeship Initiatives (AAI) and funded 8, totaling $370,160, with 330 AAI participants completing training.

**Key Action 3C**

- Analyse the Saskatchewan Youth Apprenticeship (SYA) Program for efficiencies, enhancements and implement.

**Outcomes and Performance Measures 3C**

- 4,464 high school students registered as Saskatchewan youth apprentices. Regular and sustained contact with school divisions and school staff provides students and educators with information about skilled trades as a career option.
- The SYA Program was expanded to a greater number of high schools, from 210 in the previous year, to 242, with an emphasis on First Nations high schools.
- The SYA Industry Scholarships Program was expanded through additional industry donations of $280,000; each sponsor receives a named scholarship for every $10,000 donated for the next 15 years.
- SATCC manages and administers the scholarship fund.
- 40 - $1,000 scholarships were awarded to graduates from 38 high schools who completed the SYA Program. In order to qualify for payout of the scholarship, the graduate must be entered into a contract of apprenticeship in a designated trade for one year or take one year of post-secondary training in a designated trade.

| **Saskatchewan Youth Apprenticeship (SYA) Program 2009-10** | |
|---|---|
| Total Number of High Schools Enrolled | 242 |
| Total Number of Students Registered as Youth Apprentices | 4,464 |
| Number of Graduates Issued a Certificate of Completion | 1,138 |
| Number of Youth Apprentices Who Registered as Apprentices in the Regular Apprenticeship Program | 207 |
| Total Number of SYA Presentations to School Groups | 330 |

| Aboriginal Apprenticeship Participation | | |
|---|---|---|
| Year | Total Aboriginal Apprentices Registered at June 30 | Certified Aboriginal Journeypersons |
| 2005-06 | 1,108 | 67 |
| 2006-07 | 1,028 | 61 |
| 2007-08 | 1,243 | 66 |
| 2008-09 | 1,174 | 71 |
| 2009-10 | 1,216 | 76 |

**Key Actions 3D**

- Revise and document process of assessing foreign trained worker experience.
- Work with immigrant servicing agencies, Saskatchewan Institute of Applied Science and Technology (SIAST) and government agencies to create a transitional path to employment, training and trade certification for new Canadians.
- Actively support SIAST Foreign Credential Recognition initiative.

**Outcomes and Performance Measures 3D**

- Foreign qualification application assessments processed increased from 103 in 2008-09, to 132, a 28% increase in one year.
- To help inform decision making, the Commission provided statistics and participated in other research and information gathering activities with stakeholders/partners including: Ministry of AEEI; Enterprise Saskatchewan; Construction Sector Council (CSC); Canadian Apprenticeship Forum (CAF); Statistics Canada; and Canadian Council of Directors of Apprenticeship (CCDA).
- SATCC received funding to provide a pan-Canadian snapshot of current foreign credential assessment practices in the Red Seal trades; information will be analyzed and recommendations regarding best practices will be included in the final report expected in 2011. Saskatchewan's foreign credential assessment practices will directly benefit from the project's findings.

**Key Action 3E**

- Through board membership and financial contribution, support the operations of the Regina and Saskatoon Trades and Skills Centres to promote articulation of short-term programming with designated trades.

**Outcomes and Performance Measures 3E**

- SATCC appointed a representative to each of the Regina and Saskatoon Trades and Skills Centres Board of Directors.

## Goal 4
## Communication

To develop timely, accurate and clear communication methods based on what is needed to communicate and with whom we need to communicate.

**Key Actions 4A**

- Identify, develop and implement the organization's communication needs.
- Develop key messages for stakeholders and the general public.
- Incorporate key messages from the Ministry of Advanced Education, Employment and Immigration (AEEI) and provincial government to ensure strategic alignment.

**Outcomes and Performance Measures 4A**

- 884 vignettes and 559 promotional "Seeds of Success" radio spots ran on more than 13 Saskatchewan radio stations; sponsored in partnership with Rawlco Radio, radio spots were positive messages from young Aboriginal employees in skilled trades and technologies; program ended in the spring of 2010.
- Transit advertising in Regina, Saskatoon and Moose Jaw from May 1 to June 30, 2010. Advertisements displayed on the rear exterior of buses targeted at employers; interior advertising directed at youth.
- Initiated a Facebook fan page in May 2010, in first two months 138 fans joined.

- 12 news articles highlighted various apprenticeship issues.
- 162,416 visits to the SATCC website, with 110,586 of those as new or one-time unique visits. Increased from 2008-09 by 13% in visits and a 15% increase in unique visits.
- Trade specific program, promotional and information materials revised.

## Goal 5
## Managing Financial Resources

To ensure sufficient financial resource for the continued delivery of services to internal and external clients.

**Key Actions 5A**

- Identify needs and changes to operations to forecast financial needs.
- Identify stakeholder resources and need for projects.
- Determine processes for streamlining (includes technical options and office structures).

**Outcomes and Performance Measures 5A**

Critical cost drivers for the Commission include:

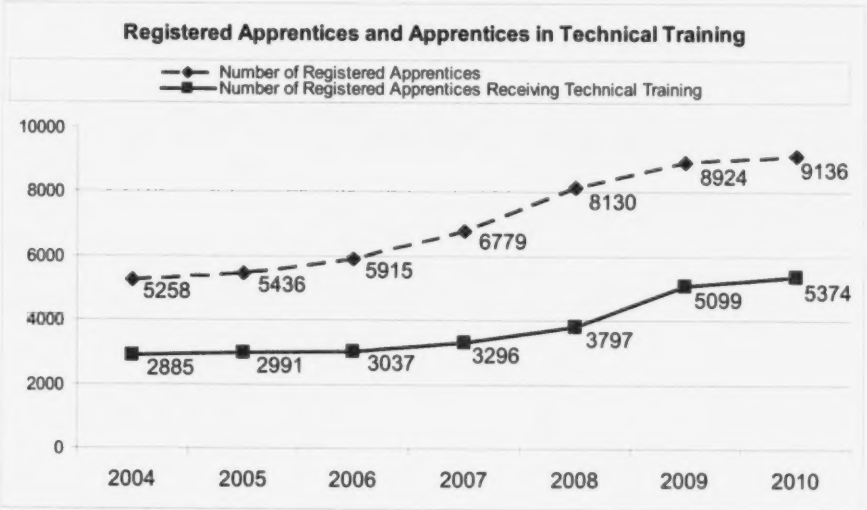
- Number of registered apprentices;
- Service delivery to apprentices, tradespeople and employers;
- Purchase of apprenticeship technical training delivery;
- Staffing to meet increased demand for services;
- Infrastructure; and
- Resources required for new initiatives.

Critical revenue drivers for the Commission include:

- Provincial funding; and
- Revenue generation from client fees.

The largest Commission expenditure is the purchase of apprenticeship technical training, $13.45 million in 2009-10 for 5,374 technical training seats, an increase of approximately $1.32 million over the previous year, primarily due to the purchase of an additional 363 technical training seats. The number of apprentices registered in Saskatchewan remains at an all time high of 9,136 as of June 30, 2010. This compared to 8,924 as of June 30, 2009, an increase of 212 registered apprentices.

The 2009-10 provincial budget provided $18.7 million in grant funding for the SATCC, an increase of $283,503 over the previous year. To accommodate the increased demand for apprenticeship technical training, the SATCC re-examined its priorities and took the following steps: the Aboriginal Apprenticeship Initiatives (AAI) was not expanded; the SATCC provided less than planned upgrade/update training courses for trade certification candidates; leasehold improvements planned for 2009-10 were postponed; projected



new staff positions were reduced by one. Based on the resources available, the SATCC was able to provide technical training for 5,374 registered apprentices in 2009-10, an increase of 7.2% over 2008-09 and an increase of 76.9% since 2005-06.

Apprenticeship technical training is a critical component of the apprenticeship program and consumed 75% of the budget. It is but one of several competing priorities within the work-based training and certification program. Every effort is made to devote the needed resources to maintain industry occupational standards and provide adequate field services to apprentices and employers, while meeting the demands for apprenticeship technical training.

Since 2004-05, the Commission has achieved its goal of generating 10% of its revenue from non-government sources. There have been no increases in client fees since July 1, 2004, while direct training costs have increased by 19.5% during that same timeframe. The Commission total non-grant revenue for 2009-10 was $1,989,510.

## Goal 6
## Innovation

Improve processes and technology to streamline programs and activities to provide consistent, accurate information and services to internal and external clients.

**Key Action 6A**

- Implement a plan for regular review of new and key initiatives (e.g. AAI, SYA, online training).

**Outcomes and Performance Measures 6A**

- SYA Program Advisory Committee consisting of industry representatives, educational stakeholders and SATCC staff formed to address recommendations from the 2009 SYA review and report, "Building on our Strength." The majority of the report's recommendations were implemented.
- SATCC continues to collaborate with AEEI officials to examine and update processes and the process map to expedite foreign credential recognition in the skilled trades. The process map helps immigrants determine how best to integrate their skills with Canadian standards.

**Key Actions 6B**

- Undertake a pilot initiative to deliver specialized training, such as electrician upgrading through internet delivery.
- Identify and encourage innovative and collaborative approaches to technical training by employers, unions, SIAST, regional colleges and other training partners.
- Identify, operational and program efficiencies through the enhancement of current technology or implementation of new technology.

**Outcomes and Performance Measures 6B**

- Continued to investigate opportunities to partner with a variety of training providers. All crane and hoist training is delivered by Western Trade Training Institute (WTTI).
- The SATCC, in partnership with SIAST, completed evidence-based research regarding e-learning opportunities and challenges for apprenticeship technical training in Saskatchewan. The results, released in the "Tools for the Job" report recommended that "...the planning and development of e-learning for apprenticeship in Saskatchewan be driven by clear objectives and careful choice of methods..."
- As industry develops new products and services and as new technology is adopted in the workplace, the Commission ensures the curricula reflects the changes and supports updating the skills of certified workers.

**Key Action 6C**

- Implement a field service work plan for each district based on industry, demographics and key partners in district.

**Outcomes and Performance Measures 6C**

- Field service work plans implemented as part of the Field Staff Operational Manual and as part of each field consultant's annual work plan.

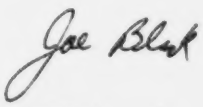
# 2009-10 Financial Results

Management Report
September 23, 2010

The consolidated financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles.

Management has ensured that the consolidated financial statements are presented fairly in all material respects. Management maintains a system of internal controls over accounting and administrative practices to ensure that the information presented is accurate and reliable. These measures provide reasonable assurance that transactions are recorded and executed in compliance with legislation and required authority, and assets are adequately safeguarded.

The Commission Board is responsible for reviewing and approving the consolidated financial statements and ensures that management fulfills its responsibilities for financial reporting. The consolidated financial statements have been audited by the Provincial Auditor of Saskatchewan. The report follows.



Joe Black
Chief Executive Officer

**Provincial Auditor Saskatchewan**

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## AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the consolidated statement of financial position of the Saskatchewan Apprenticeship and Trade Certification Commission at June 30, 2010 and the consolidated statements of operations and accumulated surplus, change in net financial assets, and cash flows for the year then ended. The Commission's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Commission as at June 30, 2010 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan
August 24, 2010

Brian Atkinson, FCA
Acting Provincial Auditor

**Saskatchewan Apprenticeship and Trade Certification Commission**
**Consolidated Statement of Financial Position**
**As at June 30**

| | 2010 | 2009 |
|---|---|---|
| **Financial Assets:** | | |
| Due from General Revenue Fund (Note 3) | $ 2,330,075 | $ 531,189 |
| Accounts Receivable (Note 6) | 54,081 | 2,182,530 |
| Inventory for Resale | 2,473 | 2,888 |
| Total Financial Assets | 2,386,629 | 2,716,607 |
| **Liabilities:** | | |
| Accounts Payable and Accrued Liabilities | 620,830 | 219,637 |
| Accrued Vacation Leave | 128,388 | 164,490 |
| Unearned Revenue (Note 7) | 90,738 | 107,408 |
| Deferred Revenue (Note 8) | 314,384 | 0 |
| Total Liabilities | 1,154,340 | 491,535 |
| Net Financial Assets (Note 10) | 1,232,289 | 2,225,072 |
| **Non-financial Assets** (Note 11) | | |
| Tangible Capital Assets (Note 11) | 527,441 | 147,077 |
| Inventory of Promotional Supplies | 16,334 | 17,770 |
| Prepaid Expenses | 42,947 | 38,229 |
| | 586,722 | 203,076 |
| **Accumulated Surplus** | $ 1,819,011 | $ 2,428,148 |

(See accompanying notes to the financial statements)

## Saskatchewan Apprenticeship and Trade Certification Commission
## Consolidated Statement of Operations and Accumulated Surplus
## For the Year Ended June 30

| | Budget | 2010 | 2009 |
|---|---|---|---|
| **Revenue:** | | | |
| Grants – General Revenue Fund | $ 17,918,000 | $ 18,758,631 | $ 18,475,128 |
| Client Fees | 2,143,700 | 1,946,366 | 1,877,340 |
| Industry Contributions | 24,000 | 24,057 | 31,214 |
| Products and Services | 38,000 | 7,986 | 4,248 |
| Interest | 60,000 | 11,101 | 34,129 |
| Total Revenue | $ 20,183,700 | $ 20,748,141 | $ 20,422,059 |
| **Expenses:** | | | |
| Salaries and Personnel | $ 3,663,400 | $ 3,625,206 | $ 3,210,048 |
| Program Contractual Services | 15,445,400 | 15,591,812 | 14,272,490 |
| Amortization | 115,000 | 95,372 | 81,075 |
| Other Contractual Services | 563,900 | 529,163 | 481,489 |
| Board Honorariums | 146,400 | 152,231 | 161,570 |
| Travel | 343,900 | 254,712 | 277,903 |
| Telephone | 68,400 | 80,664 | 75,947 |
| Advertising, Promotion and Printing | 351,600 | 425,835 | 236,440 |
| Space Rental | 300,000 | 326,144 | 319,155 |
| Equipment Rental | 16,900 | 22,320 | 18,349 |
| Office Supplies | 68,400 | 107,507 | 83,209 |
| Postage, Courier and Freight | 72,000 | 120,493 | 89,404 |
| Other | 56,200 | 25,819 | 18,704 |
| Total Expenses | 21,211,500 | 21,357,278 | 19,325,783 |
| Annual (Deficit) Surplus | $ (1,027,800) | $ (609,137) | $ 1,096,276 |
| Accumulated Surplus, beginning of year | | $ 2,428,148 | $ 1,331,872 |
| Accumulated Surplus, end of year | | $ 1,819,011 | $ 2,428,148 |

(See accompanying notes to the financial statements)

**Saskatchewan Apprenticeship and Trade Certification Commission**
**Consolidated Statement of Change in Net Financial Assets**
**For the Year Ended June 30**

| | 2010 | 2009 |
|---|---|---|
| Annual (Deficit) Surplus | $ (609,137) | $ 1,096,276 |
| Purchase of Tangible Capital Assets | (475,983) | (34,560) |
| Amortization of Tangible Capital Assets | 95,372 | 81,075 |
| Loss on Disposal of Tangible Capital Assets | 247 | 564 |
| | (380,364) | 47,079 |
| Acquisition of Prepaid Expenses | (4,718) | (5,019) |
| Reduction (Acquisition) of Inventory of Promotional Supplies | 1,436 | (6,157) |
| | (3,282) | (11,176) |
| (Decrease) Increase in Net Financial Assets | (992,783) | 1,132,179 |
| Net Financial Assets, beginning of year | 2,225,072 | 1,092,893 |
| Net Financial Assets, end of year | $ 1,232,289 | $ 2,225,072 |

(See accompanying notes to the financial statements)

## Saskatchewan Apprenticeship and Trade Certification Commission
## Consolidated Statement of Cash Flows
## For the Year Ended June 30

| | 2010 | 2009 |
|---|---|---|
| **Cash Flows from (used in) Operating Activities:** | | |
| Cash Receipts from General Revenue Fund | $ 20,931,881 | $ 16,336,878 |
| Cash Receipts from Clients | 1,929,366 | 1,978,778 |
| Interest Received | 10,162 | 43,928 |
| Industry Contributions Received | 304,057 | 31,214 |
| Receipts from the Sale of Products and Services | 4,453 | 4,388 |
| Cash Paid to Employees | (3,625,206) | (3,210,048) |
| Cash Paid to Suppliers | (1,688,032) | (1,670,481) |
| Cash Paid to Provide Program Services | (15,591,812) | (14,272,490) |
| Cash provided by (used in) Operating Activities | 2,274,869 | (757,833) |
| **Cash Flows Used in Capital Activities:** | | |
| Purchase of Tangible Capital Assets | (475,983) | (34,560) |
| Cash Applied to Capital Activities | (475,983) | (34,560) |
| Increase (Decrease) in Cash | 1,798,886 | (792,393) |
| Due from General Revenue Fund, beginning of year | 531,189 | 1,323,582 |
| Due from General Revenue Fund, end of year | $ 2,330,075 | $ 531,189 |

(See accompanying notes to the financial statements)

**Saskatchewan Apprenticeship and Trade Certification Commission**
**Notes to the Consolidated Financial Statements**
**For the Year Ended June 30, 2010**

## 1. Description of Business

The Apprenticeship and Trade Certification Commission (the Commission) was established as an entity by *The Apprenticeship and Trade Certification Commission Act, 1999* effective October 1, 1999.

The Commission is an industry-led agency with a mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and to provide services to employers and tradespersons supporting certification based on those standards.

## 2. Significant Accounting Policies

These financial statements are prepared in accordance with generally accepted accounting principles as recommended by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants and reflect the following significant accounting policies.

a) The Basis of Accounting

The accounts are prepared on the accrual basis of accounting.

b) Revenue

The revenue of the Commission consists of monies provided by Saskatchewan Advanced Education, Employment and Immigration to operate the Commission and train apprentices, fees charged to apprentices, monies collected from the sale of products and services and interest revenue. Revenue is recorded when received or receivable with the exception of tuition fees which are recorded in the period in which the training or course is provided.

c) Expenses

Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets.

d) Inventories

Inventories of items for resale are valued at the lower of cost and net realizable value, which is determined by the first-in, first-out method. Inventories of promotional supplies are valued at cost.

e) Tangible Capital Assets

Tangible capital asset purchases are recorded at cost. The cost and related accumulated amortization of items retired or disposed of are removed from the records and any gains or losses are included in the Statement of Operations and Accumulated Surplus.

Amortization is recorded on tangible capital assets on a straight-line basis over their estimated useful lives.

| | |
|---|---|
| Office Equipment | 5 years |
| Office Furniture | 10 years |
| Computer Hardware | 3 years |
| Leasehold Improvements | Life of lease |
| Computer Application Software | 3 years |
| System Development | 5 years |

f) Joint Venture

The Commission has a 2% share in a joint venture called the Inter-Provincial Computerized Examination Management System (ICEMS). The results of the joint venture operations have been included in these financial statements using the proportionate consolidation method.

g) Use of Estimates

These statements are prepared in conformity with Canadian generally accepted accounting principles. These principles require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates. Differences are reflected in current operations when identified.

## 3. Due from the General Revenue Fund

The Commission's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan.

Earned interest is calculated and paid by the General Revenue Fund on a quarterly basis into the Commission's bank account using the Government's thirty day borrowing rate and the Commission's average daily bank account balance. The average rate for the period July 1, 2009 to June 30, 2010 was .3% (2009 – 1.4%)

## 4. Related Party Transactions

These financial statements include transactions with related parties. The Commission is related to all Saskatchewan Crown agencies, such as ministries, corporations, boards, and commissions under the common control of the Government of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. In addition, the Commission pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

The Commission has not been charged with any administrative costs associated with administrative services provided by Saskatchewan Advanced Education, Employment and Immigration and the Ministry of Finance. Also, the Ministry of Finance paid for the employee benefits of the Commission.

The following table summarizes the Commission's transactions with other Government agencies that are not separately disclosed in the financial statements. These transactions are in the normal course of operations and are recorded at agreed upon exchange amounts.

| | 2010 | 2009 |
|---|---|---|
| Conexus Arts Centre | $ 6,002 | $ 5,412 |
| Cumberland College | 8,351 | 8,765 |
| Finance | 74 | 314 |
| Great Plains College | 8,750 | 31,724 |
| Information Technology Office | 369,432 | 335,204 |
| Government Services | 169,978 | 124,604 |
| Northlands College | 15,000 | 11,667 |
| Parkland Regional College | 192,693 | 136,903 |
| Public Service Commission | 3,647 | 986 |
| Saskatchewan Cancer Agency | 50 | 0 |
| Saskatchewan Transportation Co. | 991 | 1,229 |
| SaskEnergy Incorporated | 642 | 802 |
| SaskTel | 80,341 | 75,001 |
| SaskPower Corporation | 249,298 | 206,970 |
| SIAST | 1,447,342 | 1,789,370 |
| Southeast Regional College | 87,314 | 88,880 |
| | $2,639,905 | $2,817,831 |

**Interprovincial Computerized Examination Management System (ICEMS)**

The Province of Saskatchewan entered into an agreement with the Government of Canada, the nine other provincial governments and the three territorial governments to develop an Interprovincial Computerized Examination Management System (ICEMS). The Commission is a member of the ICEMS Steering Committee. The Commission has joint control over the operating policies of ICEMS. The Commission's pro-rata share of its interest in this joint venture is as follows:

| | 2010 | 2009 |
|---|---|---|
| Due from General Revenue Fund | $ 9,698 | $ 6,366 |
| Accounts Receivable | 673 | 1,294 |
| Accounts Payable and Accrued Liabilities | (310) | (583) |
| Revenue – Products and Services | (30,442) | (28,105) |
| Expenses – Other Contractual Services | 27,110 | 30,343 |

The Federal Government collects the monies for ICEMS from the provinces and territories and forwards them to the Commission. The ICEMS Steering Committee approves disbursements from monies held in trust by the Commission to pay for the development of the ICEMS. Since these monies are held in trust for the ICEMS joint venture, they are not reflected in these financial statements, except as noted above. At June 30, 2010, the Commission held in trust cash for the ICEMS in the amount of $334,517 (2009- $219,593). During the year, the Commission received $1,082,044 (2009- $1,001,411) for ICEMS and disbursed $967,120 (2009- $1,078,638).

**Saskatchewan Institute of Applied Science and Technology (SIAST) Agreement**

The Commission enters into an annual agreement with SIAST for technical training based upon a Training Needs Assessment prepared prior to each fiscal year. In 2010, the contract amount was $12,000,000 (2009 $11,000,000) and these amounts are included in the Statement of Operations and Accumulated Surplus under Program Contractual Services.

## 5. Financial Instruments

The Commission's financial instruments include: due from the General Revenue Fund; accounts receivable; accounts payable and accrued liabilities; and accrued vacation leave. The carrying amount of these financial instruments approximates fair value due to their immediate or short-term maturity. These financial instruments have no interest or credit risk.

## 6. Accounts Receivable

Accounts receivable are composed of the following:

| | 2010 | 2009 |
|---|---|---|
| Grants – General Revenue Fund | $ 45,000 | $ 2,178,250 |
| Interest receivable | 2,955 | 2,007 |
| Salary overpayment receivable | 0 | 979 |
| Cost reimbursement by the Federal Government | 2,502 | 1,294 |
| Client Fees | 320 | 0 |
| Reduction in capital asset cost | 3,060 | 0 |
| Miscellaneous | 244 | 0 |
| Total accounts receivable | $ 54,081 | $ 2,182,530 |

## 7. Unearned Revenue

Unearned revenue is comprised of tuition fees received from apprentices before June 30, 2010 for training which will occur after June 30, 2010.

## 8. Deferred Revenue

Deferred Revenue represents unexpended funds externally restricted for the Saskatchewan Youth Apprenticeship Industry Scholarships Program. In 2009-10, the Commission received funds from industry totaling $280,000 and an additional $40,000 from Saskatchewan Advanced Education, Employment and Immigration. In 2009-10, six $1,000 scholarships were paid out and $384 was earned in interest. Scholarship Revenue and expenses will be recorded in the year of pay out.

## 9. Operating Lease

The Commission entered into a lease agreement for rental space at 2140 Hamilton Street, Regina. The annual lease payments agreed to are:

| | | | |
|---|---|---|---|
| 2010-2011 - | $116,928 | 2014-2015 - | $131,544 |
| 2011-2012 - | $116,928 | 2015-2016 - | $131,544 |
| 2012-2013 - | $131,544 | 2016-2017 - | $131,544 |
| 2013-2014 - | $131,544 | | |

The Commission is responsible for the payment of operating expenses related to this premises. The lease agreement expires June 30, 2017.

## 10. Designated Net Assets

Designated net assets comprised the following of total net financial assets:

| | 2010 | 2009 |
|---|---|---|
| Financial assets designated for aboriginal initiatives | $ 207,470 | $ 251,206 |
| Financial assets designated for renovations | 47,183 | 400,000 |
| Financial assets designated for the SYA Industry Scholarships Program | 50,000 | 40,000 |
| Undesignated financial assets | 927,636 | 1,533,866 |
| Total net financial assets | $ 1,232,289 | $2,225,072 |

## 11. Non-financial Assets

The recognition and measurement of non-financial assets is based on their service potential. These assets will not provide resources to discharge liabilities of the Commission. For non-financial assets, the future economic benefit consists of their capacity to render service to further the Commission's objectives.

The table on the next page provides disclosure of the tangible capital assets.

## Saskatchewan Apprenticeship and Trade Certification Commission

### Tangible Capital Assets

### For the Year Ended June 30

| | 2010 | | | | | | | 2009 |
|---|---|---|---|---|---|---|---|---|
| | Leasehold Improvements | Office Furniture | Office Equipment | Computer Hardware | Computer Application Software | System Development | Total | Total |
| Opening cost | $ 75,738 | $ 182,671 | $ 41,204 | $ 194,204 | $ 76,922 | $ 253,525 | $ 824,264 | $ 847,065 |
| Additions during the year | 392,056 | 73,479 | 5,379 | 5,069 | 0 | 0 | 475,983 | 34,560 |
| Disposals during the year | 0 | (1,274) | (2,715) | (45,215) | 0 | 0 | (49,204) | (57,361) |
| Closing cost | 467,794 | 254,876 | 43,868 | 154,058 | 76,922 | 253,525 | 1,251,043 | 824,264 |
| Opening accumulated amortization | 56,482 | 75,002 | 32,346 | 182,910 | 76,922 | 253,525 | 677,187 | 652,909 |
| Annual amortization cost | 52,826 | 25,597 | 4,637 | 12,312 | 0 | 0 | 95,372 | 81,075 |
| Amortization related to disposals | 0 | (1,027) | (2,715) | (45,215) | 0 | 0 | (48,957) | (56,797) |
| Closing accumulated amortization | 109,308 | 99,572 | 34,268 | 150,007 | 76,922 | 253,525 | 723,602 | 677,187 |
| Net book value of tangible capital assets | $ 358,486 | $ 155,304 | $ 9,600 | $ 4,051 | $ 0 | $ 0 | $ 527,441 | $ 147,077 |

## Saskatchewan Apprenticeship and Trade Certification Commission

### Tangible Capital Assets

### For the Year Ended June 30

| | 2010 | | | | | | | 2009 |
|---|---|---|---|---|---|---|---|---|
| | Leasehold Improvements | Office Furniture | Office Equipment | Computer Hardware | Computer Application Software | System Development | Total | Total |
| Opening cost | $ 75,738 | $ 182,671 | $ 41,204 | $ 194,204 | $ 76,922 | $ 253,525 | $ 824,264 | $ 847,065 |
| Additions during the year | 392,056 | 73,479 | 5,379 | 5,069 | 0 | 0 | 475,983 | 34,560 |
| Disposals during the year | 0 | (1,274) | (2,715) | (45,215) | 0 | 0 | (49,204) | (57,361) |
| Closing cost | 467,794 | 254,876 | 43,868 | 154,058 | 76,922 | 253,525 | 1,251,043 | 824,264 |
| Opening accumulated amortization | 56,482 | 75,002 | 32,346 | 182,910 | 76,922 | 253,525 | 677,187 | 652,909 |
| Annual amortization cost | 52,826 | 25,597 | 4,637 | 12,312 | 0 | 0 | 95,372 | 81,075 |
| Amortization related to disposals | 0 | (1,027) | (2,715) | (45,215) | 0 | 0 | (48,957) | (56,797) |
| Closing accumulated amortization | 109,308 | 99,572 | 34,268 | 150,007 | 76,922 | 253,525 | 723,602 | 677,187 |
| Net book value of tangible capital assets | $ 358,486 | $ 155,304 | $ 9,600 | $ 4,051 | $ 0 | $ 0 | $ 527,441 | $ 147,077 |

# 2009-12 Strategic Plan and 2010-11 Business Plan

On May 27, 2009, the SATCC Board of Directors approved the 2009-12 Strategic Plan which contains the following elements:

- An examination of the Commission's current environment;
- Identification of key risk areas;
- Confirmation of the Commission's vision and mandate; and
- The goals, key actions and performance measures that will define the Commission's operational activities over the next three years.

The Strategic Plan can be found on the SATCC website at www.saskapprenticeship.ca | publications | other reports and information.

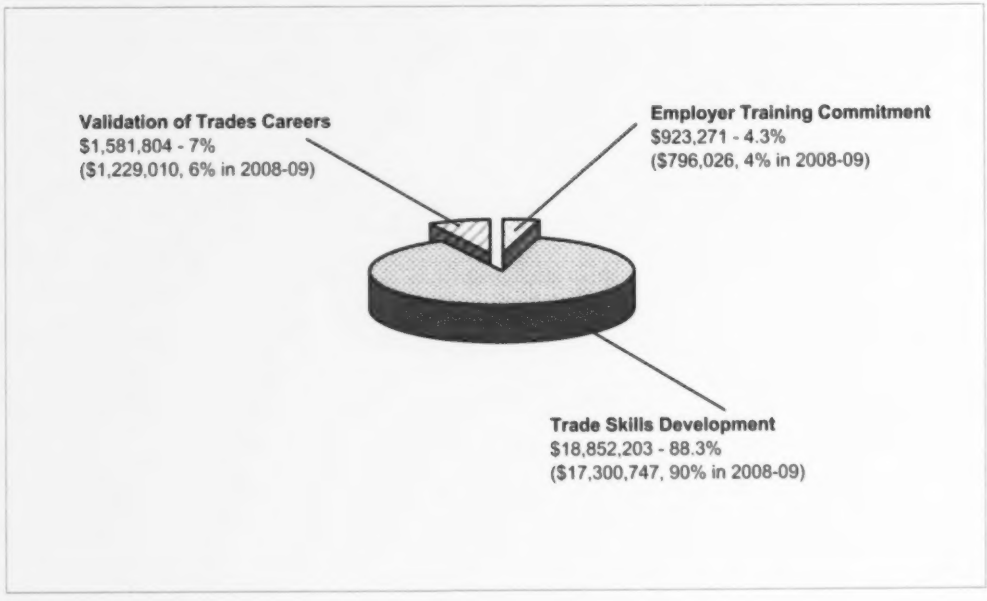
The 2010-11 Business Plan was approved by the SATCC Board of Directors on May 27, 2010. It includes the goals, key actions and performance measures as outlined in the Strategic Plan, as well as the annual budget that will support the operational activities.

The Commission's 2010-11 Business Plan can be found on the Commissions website at www.saskapprenticeship.ca | publications |other reports and information.

## Appendix A:
## Organizational Chart - June 30, 2010

## Appendix B:
## 2009-10 Costs Attributed to Medium-Term Outcomes

The following chart indicates the allocation of expenditures for the outcomes of the Commission for the 2009-10 fiscal year.



## Appendix C:
## Registrations, Completions and Cancellations by Designated Trade 2009-10

| Trade | Number of Apprentices July 1, 2009 | Indentures | Cancellations | Completions | Number of Apprentices June 30, 2010 |
|---|---|---|---|---|---|
| Agricultural Machinery Technician | 198 | 63 | 43 | 23 | 195 |
| Aircraft Maintenance Engineer* | | | | | |
| Automotive Service Technician | 436 | 147 | 127 | 66 | 390 |
| Boilermaker | 33 | 9 | 1 | 7 | 34 |
| Bricklayer | 60 | 20 | 9 | 7 | 64 |
| Cabinetmaker | 2 | 10 | 2 | 1 | 9 |
| Carpenter | 1,283 | 439 | 248 | 106 | 1,368 |
| Sub-trade: Framer | 5 | 0 | 1 | 0 | 4 |
| Sub-trade: Scaffolder | 186 | 71 | 7 | 9 | 241 |
| Construction Craft Labourer | 9 | 9 | 6 | 0 | 12 |
| Cook | 164 | 55 | 76 | 10 | 133 |
| Crane and Hoist Operator | 13 | 9 | 5 | 1 | 16 |
| Sub-trade: Boom Truck Operator "A" | 32 | 17 | 6 | 6 | 37 |
| Sub-trade: Boom Truck Operator "B" | 11 | 4 | 3 | 1 | 11 |
| Sub-trade: Hoist Operator | 0 | 0 | 0 | 0 | 0 |
| Sub-trade: Hydraulic Crane Operator | 36 | 9 | 8 | 1 | 36 |
| Sub-trade: Lattice Boom Crane Operator | 8 | 0 | 1 | 1 | 6 |
| Sub-trade: Tower Crane Operator | 0 | 1 | 0 | 0 | 1 |
| Drywall and Acoustical Mechanic | 0 | 0 | 0 | 0 | 0 |
| Electrician | 1,367 | 433 | 115 | 182 | 1,503 |
| Electronics Assembler | 14 | 5 | 4 | 5 | 10 |
| Esthetician - Nail Technician | 1 | 0 | 0 | 0 | 1 |
| Esthetician - Skin Care Technician | 0 | 4 | 0 | 0 | 4 |
| Food and Beverage Person | 64 | 35 | 46 | 16 | 37 |
| Glassworker | 12 | 3 | 2 | 0 | 13 |
| Guest Services Representative | 45 | 11 | 29 | 10 | 17 |
| Hairstylist | 497 | 165 | 70 | 137 | 455 |
| Heavy Duty Equipment Mechanic | 296 | 67 | 18 | 33 | 312 |
| Horticulture Technician | 5 | 0 | 3 | 0 | 2 |
| Industrial Instrument Technician | 122 | 46 | 18 | 18 | 132 |
| Industrial Mechanic (Millwright) | 487 | 107 | 52 | 74 | 468 |
| Insulator | 28 | 13 | 0 | 3 | 38 |
| Ironworker Reinforcing Rebar | 0 | 0 | 0 | 0 | 0 |
| Ironworker Structural | 98 | 42 | 2 | 17 | 121 |
| Locksmith | 2 | 3 | 2 | 0 | 3 |
| Machinist | 192 | 31 | 24 | 31 | 168 |
| Meat Cutter | 3 | 0 | 0 | 0 | 3 |

| Trade | Number of Apprentices July 1, 2009 | Indentures | Cancellations | Completions | Number of Apprentices June 30, 2010 |
|---|---|---|---|---|---|
| Motor Vehicle Body Repairer | 152 | 40 | 15 | 30 | 147 |
| Sub-trade: Motor Vehicle Body Refinisher | 1 | 2 | 0 | 0 | 3 |
| Painter And Decorator | 2 | 4 | 0 | 0 | 6 |
| Partsperson | 60 | 32 | 13 | 0 | 79 |
| Pipeline Equipment Operator | | | | | |
| Endorsement: Dozer | 7 | 0 | 0 | 0 | 7 |
| Endorsement: Excavator | 6 | 0 | 6 | 0 | 0 |
| Endorsement: Grader | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Sideboom | 5 | 0 | 0 | 0 | 5 |
| Plasterer | 0 | 0 | 0 | 0 | 0 |
| Plumber | 863 | 247 | 86 | 104 | 920 |
| Pork Production Technician | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Breeder | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Facilities Maintenance | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Farrowing | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Grower-Finisher | 0 | 0 | 0 | 0 | 0 |
| Endorsement: Nursery Management | 0 | 0 | 0 | 0 | 0 |
| Powerline Technician | 178 | 59 | 6 | 38 | 193 |
| Refrigeration Mechanic | 118 | 23 | 20 | 23 | 98 |
| Rig Technician | | | | | |
| - Derrickhand (Level Two) | 105 | 23 | 16 | 21 | 91 |
| - Driller (Level Three) | 38 | 21 | 9 | 5 | 45 |
| - Motorhand (Level One) | 161 | 76 | 37 | 29 | 171 |
| Roofer | 48 | 22 | 12 | 1 | 57 |
| Sheet Metal Worker | 256 | 79 | 27 | 19 | 289 |
| Sprinkler Systems Installer | 46 | 11 | 5 | 7 | 45 |
| Steamfitter-Pipefitter | 141 | 52 | 18 | 23 | 152 |
| Sub-trade: Petroleum Installer | | | | | |
| Technician | 5 | 1 | 3 | 0 | 3 |
| Steel Fabricator | 45 | 20 | 6 | 7 | 52 |
| Tilesetter | 7 | 3 | 3 | 0 | 7 |
| Truck and Transport Mechanic | 241 | 52 | 46 | 24 | 223 |
| Water Well Driller | 1 | 0 | 1 | 0 | 0 |
| Welder | 726 | 183 | 81 | 129 | 699 |
| Sub-trade: Semiautomatic Welding Production Operator | 3 | 0 | 3 | 0 | 0 |
| TOTAL | 8,924 | 2,778 | 1,341 | 1,225 | 9,136 |

* Aircraft Maintenance Engineer Technicians are registered by Manitoba Apprenticeship, to comply with Transport Canada regulations.

## Appendix D:
## Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2009-10

| Trade | Enrolment Levels | | | | |
|---|---|---|---|---|---|
| | All Levels | First | Second | Third | Fourth |
| Agricultural Machinery Technician | 120 | 25 | 23 | 46 | 26 |
| Aircraft Maintenance Engineer Technician[1] | 0 | 0 | 0 | 0 | 0 |
| Automotive Service Technician | 257 | 82 | 68 | 59 | 48 |
| Boilermaker | 39 | 9 | 13 | 10 | 7 |
| Bricklayer | 35 | 12 | 12 | 11 | n/a |
| Cabinetmaker | 3 | 2 | 0 | 0 | 1 |
| Carpenter | 789 | 207 | 293 | 181 | 108 |
| Sub-trade: Framer | 0 | 0 | n/a | n/a | n/a |
| Sub-trade: Scaffolder | 101 | 38 | 22 | 22 | 19 |
| Construction Craft Labourer | 0 | 0 | 0 | n/a | n/a |
| Cook | 66 | 25 | 23 | 18 | n/a |
| Crane and Hoist Operator | 6 | 0 | 4 | 2 | n/a |
| Sub-trade: Hydraulic | 16 | 12 | 1 | 3 | n/a |
| Sub-trade: Lattice Boom Crane Operator | 6 | 0 | 2 | 4 | n/a |
| Sub-trade: Tower Crane Operator | 1 | 1 | 0 | 0 | n/a |
| Sub-trade: Boom Truck Operator A | 20 | 8 | 12 | n/a | n/a |
| Sub-trade: Boom Truck Operator B | 5 | 2 | 3 | n/a | n/a |
| Drywall and Acoustical Mechanic | 0 | 0 | 0 | 0 | n/a |
| Electrician | 1,116 | 298 | 349 | 252 | 217 |
| Electronics Assembler | 13 | 6 | 7 | n/a | n/a |
| Esthetician - Nail Technician | n/a | n/a | n/a | n/a | n/a |
| Esthetician - Skin Care Technician | n/a | n/a | n/a | n/a | n/a |
| Food and Beverage Person** | 11 | 11 | n/a | n/a | n/a |
| Glassworker | 4 | 2 | 1 | 1 | 0 |
| Guest Services Representative** | 12 | 12 | n/a | n/a | n/a |
| Hairstylist* | 11 | 11 | n/a | n/a | n/a |
| Heavy Duty Equipment Mechanic | 184 | 32 | 45 | 58 | 49 |
| Horticulture Technician | 1 | 0 | 0 | 0 | 1 |
| Industrial Instrument Technician | 52 | 12 | 9 | 23 | 8 |
| Industrial Mechanic (Millwright) | 373 | 77 | 96 | 107 | 93 |
| Insulator | 20 | 10 | 0 | 10 | n/a |
| Ironworker Reinforcing Rebar | 0 | 0 | 0 | 0 | n/a |
| Ironworker Structural | 60 | 24 | 24 | 12 | n/a |
| Locksmith | 0 | 0 | 0 | 0 | 0 |
| Machinist | 95 | 17 | 21 | 22 | 35 |
| Meat Cutter | 0 | 0 | 0 | 0 | n/a |
| Motor Vehicle Body Repairer | 102 | 21 | 18 | 32 | 31 |
| Sub-trade: Motor Vehicle Body Refinisher | 0 | 0 | 0 | n/a | n/a |

| Trade | Enrolment Levels | | | | |
|---|---|---|---|---|---|
| | All Levels | First | Second | Third | Fourth |
| Painter and Decorator | 0 | 0 | 0 | 0 | n/a |
| Partsperson | 47 | 22 | 16 | 9 | n/a |
| Pipeline Equipment Operator | 0 | 0 | 0 | n/a | n/a |
| Plasterer[2] | 0 | 0 | 0 | 0 | n/a |
| Plumber | 614 | 179 | 170 | 139 | 126 |
| Pork Production Technician | 0 | 0 | 0 | n/a | n/a |
| Powerline Technician | 170 | 55 | 42 | 41 | 32 |
| Refrigeration Mechanic | 71 | 12 | 24 | 12 | 23 |
| Rig Technician | 42 | 16 | 19 | 7 | n/a |
| Roofer | 43 | 25 | 14 | 4 | n/a |
| Sheet Metal Worker | 168 | 49 | 50 | 33 | 36 |
| Sprinkler Systems Installer | 16 | 5 | 7 | 4 | n/a |
| Steamfitter-Pipefitter | 108 | 43 | 28 | 10 | 27 |
| Sub-trade: Petroleum Installer Technician | 0 | 0 | 0 | 0 | n/a |
| Steel Fabricator | 32 | 12 | 11 | 9 | n/a |
| Tilesetter | 1 | 0 | 1 | 0 | n/a |
| Truck and Transport Mechanic | 131 | 23 | 36 | 48 | 24 |
| Water Well Driller | 0 | 0 | 0 | n/a | n/a |
| Welder | 413 | 87 | 152 | 174 | n/a |
| Sub-trade: Semiautomatic Welding Production Operator | 0 | 0 | n/a | n/a | n/a |
| TOTAL | 5,374 | 1,484 | 1,616 | 1,363 | 911 |

[1]Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship, to comply with Transport Canada regulations.
[2]Plasterer - There is presently no technical training available in Canada for this trade.
*Technical training is completed prior to registration. 2009-10 had a pilot conducted using the apprenticeship model.
**Technical training is in partnership with Saskatchewan Tourism
n/a - No applicable training for this trade/level

## Appendix E:
## Journeyperson Examinations 2009-10

| Trade | Total Exams Written | Total Successful | Total Unsuccessful |
|---|---|---|---|
| Agricultural Machinery Technician | 36 | 27 | 9 |
| Aircraft Maintenance Engineer * | n/a | n/a | n/a |
| Automotive Service Technician | 82 | 64 | 18 |
| Boilermaker | 9 | 8 | 1 |
| Bricklayer | 13 | 3 | 10 |
| Cabinetmaker | 2 | n/a | n/a |
| Carpenter | 135 | 121 | 14 |
| Sub-trade: Framer | 2 | n/a | n/a |
| Sub-trade: Scaffolder | 26 | 19 | 7 |
| Construction Craft Labourer | 15 | 13 | 2 |
| Cook | 78 | 25 | 53 |
| Crane and Hoist Operator | 4 | n/a | n/a |
| Sub-trade: Boom Truck Operator "A" | 35 | 27 | 8 |
| Sub-trade: Boom Truck Operator "B" | 12 | 8 | 4 |
| Sub-trade: Hoist Operator | 0 | 0 | 0 |
| Sub-trade: Hydraulic Crane Operator | 9 | 8 | 1 |
| Sub-trade: Lattice Boom Crane Operator | 4 | n/a | n/a |
| Sub-trade: Tower Crane Operator | 0 | 0 | 0 |
| Drywall and Acoustical Mechanic | 0 | 0 | 0 |
| Electrician | 272 | 185 | 87 |
| Electronics Assembler | 14 | 10 | 4 |
| Esthetician - Nail Technician | 3 | n/a | n/a |
| Esthetician - Skin Care Technician | 3 | n/a | n/a |
| Food and Beverage Person | 0 | 0 | 0 |
| Glassworker | 0 | 0 | 0 |
| Guest Services Representative | 0 | 0 | 0 |
| Hairstylist | 214 | 171 | 43 |
| Heavy Duty Equipment Mechanic | 73 | 52 | 21 |
| Horticulture Technician | 0 | 0 | 0 |
| Industrial Instrument Technician | 33 | 28 | 5 |
| Industrial Mechanic (Millwright) | 134 | 89 | 45 |
| Insulator | 10 | 6 | 4 |
| Ironworker Reinforcing Rebar | 0 | 0 | 0 |
| Ironworker Structural | 23 | 21 | 2 |
| Locksmith | 0 | 0 | 0 |
| Machinist | 39 | 34 | 5 |
| Meat Cutter | 1 | n/a | n/a |
| Endorsement: Processor | 0 | 0 | 0 |
| Endorsement: Slaughterer | 0 | 0 | 0 |

| Trade | Total Exams Written | Total Successful | Total Unsuccessful |
|---|---|---|---|
| Motor Vehicle Body Repairer | 39 | 36 | 3 |
| Sub-trade: Motor Vehicle Body Refinisher | 0 | 0 | 0 |
| Painter and Decorator | 5 | n/a | n/a |
| Partsperson | 11 | 10 | 1 |
| Pipeline Equipment Operator | 0 | 0 | 0 |
| Endorsement: Dozer Operator | 0 | 0 | 0 |
| Endorsement: Excavator Operator | 0 | 0 | 0 |
| Endorsement: Grader Operator | 0 | 0 | 0 |
| Endorsement: Sideboom Operator | 0 | 0 | 0 |
| Plasterer | 0 | 0 | 0 |
| Plumber | 145 | 101 | 44 |
| Pork Production Technician | 0 | 0 | 0 |
| Endorsement: Breeder | 0 | 0 | 0 |
| Endorsement: Facilities | 0 | 0 | 0 |
| Endorsement: Farrowing | 0 | 0 | 0 |
| Endorsement: Grower-Finisher | 0 | 0 | 0 |
| Endorsement: Nursery | 0 | 0 | 0 |
| Powerline Technician | 37 | 32 | 5 |
| Refrigeration Mechanic | 24 | 24 | 0 |
| Rig Technician | 0 | 0 | 0 |
| - Motorhand (Level One) | 0 | 0 | 0 |
| - Derrickhand (Level Two) | 0 | 0 | 0 |
| - Driller (Level Three) | 11 | 11 | 0 |
| Roofer | 2 | n/a | n/a |
| Sheet Metal Worker | 53 | 19 | 34 |
| Sprinkler Systems Installer | 7 | 5 | 2 |
| Steamfitter-Pipefitter | 34 | 28 | 6 |
| Sub-trade: Petroleum Installer Technician | 1 | n/a | n/a |
| Steel Fabricator | 10 | 8 | 2 |
| Tilesetter | 1 | n/a | n/a |
| Truck and Transport Mechanic | 40 | 26 | 14 |
| Water Well Driller | 0 | 0 | 0 |
| Welder | 269 | 171 | 98 |
| Sub-trade: Semiautomatic Welding Production Operator | 0 | 0 | 0 |
| TOTAL | 1,970 | 1,410 | 560 |

*Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship to comply with Transport Canada regulations.
n/a - Due to a SATCC privacy policy, results are not reported for trades with less than six journeypersons.

# Appendix F:
# Saskatchewan's Industry Sectors and Designated Trades

## Agriculture, Tourism and Service

Cook (IP)
Esthetician
- Nail Technician
- Skin Care Technician

Food and Beverage Person
Guest Services Representative
Hairstylist (IP)
Horticulture Technician
Locksmith
Meat Cutter
- □ Processor
- □ Slaughterer

Pork Production Technician
- Breeder
- Facilities Maintenance
- Farrowing
- Grower-Finisher
- Nursery Management

## Construction

Boilermaker (IP)
Bricklayer (IP)
Cabinetmaker (IP)
Carpenter (IP)
- □ Framer
- □ Scaffolder

Construction Craft Labourer (IP)
Crane and Hoist Operator (IP)
- □ Boom Truck Operator "A"
- □ Boom Truck Operator "B"
- □ Hoist Operator
- □ Hydraulic Crane Operator
- □ Lattice Boom Crane Operator
- □ Tower Crane Operator

Drywall and Acoustical Mechanic (IP)
Electrician (IP)*
Glassworker (IP)
Industrial Mechanic (Millwright) (IP)*
Insulator (IP)
Ironworker Reinforcing Rebar (IP)
Ironworker Structural (IP)
Painter and Decorator (IP)
Pipeline Equipment Operator
- Dozer Operator
- Excavator Operator
- Grader Operator
- Sideboom Operator

Plasterer
Plumber (IP)
Powerline Technician (IP)
Refrigeration Mechanic (IP)*
Roofer (IP)
Sheet Metal Worker (IP)
Sprinkler Systems Installer (IP)
Steamfitter-Pipefitter (IP)
- □ Petroleum Installer Technician

Tilesetter (IP)
Water Well Driller

## Production and Maintenance

Electrician (IP)*
Electronics Assembler
Industrial Instrument Technician (IP)
Industrial Mechanic (Millwright) (IP)*
Machinist (IP)
Refrigeration Mechanic (IP)*
Rig Technician (IP)
- Motorhand (Level One)
- Derrickhand (Level Two)
- Driller (Level Three) (IP)

Steel Fabricator (IP)
Welder (IP)
- □ Semiautomatic Welding Production Operator

## Motive Repair

Agricultural Machinery Technician (IP)
Aircraft Maintenance Engineer Technician
Automotive Service Technician (IP)
Heavy Duty Equipment Mechanic (IP)
Motor Vehicle Body Repairer (IP)
- □ Motor Vehicle Body Refinisher (IP)

Partsperson (IP)
Truck and Transport Mechanic (IP)

□ Represents a sub-trade or endorsement

• Represents a journeyperson certificate in the trade specialty

* The designated trade is part of more than one industry sector

(IP) This trade or sub-trade is recognized with the Red Seal interprovincial status

## Appendix G:
## Definition of Terms Used in This Report

**Act and Regulations:** *The Apprenticeship and Trade Certification Act 1999* and regulations are the authority under which the program operates.

**Apprentice:** An individual who is working in a designated trade and has signed a contract of apprenticeship with his or her employer and the Apprenticeship and Trade Certification Commission. Note: Apprentices are not students. They are employees in a trade in which they are acquiring skills.

**Apprenticeship Training:** A system of training that has two main components: on-the-job training and technical training. The apprentice, the employer or joint training committee, and the Director of Apprenticeship sign a contract of apprenticeship. Apprentices learn the knowledge and skills associated with a trade through on-the-job training which is supervised by a certified journeyperson, combined with technical in-school training. Upon completion of the final level of training, apprentices are eligible to write the journeyperson examination.

**Certificate of Completion of Apprenticeship:** A certificate issued to an apprentice who has completed the prescribed apprenticeship term for their designated trade; has successfully completed all levels of technical training required; has met all requirements for the Journeyperson Certificate of Qualification; and, has submitted a record book to the Commission in designated trades which require a record book.

**Compulsory Apprenticeship:** An individual must be an apprentice or a journeyperson to work in the trade. There are four compulsory apprenticeship trades in Saskatchewan: electrician, plumber, refrigeration mechanic and sheet metal worker.

**Designated Trade:** An occupation designated under The Apprenticeship and Trade Certification Act, 1999. Designation of an occupation means that legislated rules apply; and that standards, technical training and certification examinations are established.

**Interprovincial Standards Red Seal Program (Red Seal):** A national certification program that assists workers seeking employment in any province/territory in Canada.

**Journeyperson:** An individual who has worked at a trade for several years, passed all examinations, and has been issued a Journeyperson Certificate of Qualification from the Apprenticeship and Trade Certification Commission.

**Journeyperson Certificate of Qualification:** A certificate issued to a person pursuant to Section 29 of *The Apprenticeship and Trade Certification Commission Regulations.*

**Learner's Certificate:** A certificate in a designated trade issued to an applicant who has met the eligibility requirements set by the Commission and trade regulations.

**Proficiency Certificate:** A certificate is issued to reflect an individual's ability in a significant area of their trade.

**Saskatchewan Apprenticeship and Trade Certification Commission (SATCC or the Commission):** SATCC is responsible for administering the programs for apprenticeship training, trade certification, upgrading for non-journeypersons and updating for journeypersons.

**Sub-trade:** A branch of a designated trade that is recognized for training and certification purposes.

**Tradesperson:** An individual who is working at one of the designated trades, but is not an apprentice or a journeyperson.

**Updating:** Training designed to enhance the skills of an individual who already holds journeyperson status.

**Upgrading:** Training designed to assist a tradesperson in preparing for journeyperson certification.

**Voluntary Apprenticeship:** Workers are encouraged to take apprenticeship training or attain journeyperson certification, but it is not a mandatory requirement to work in the trade.

**Work (Workplace) Experience:** Also known as "experiential learning." The experience an individual gains on a job site learning the skills and performing the actual tasks involved in the work of the trade/occupation.

# Appendix H:
# Saskatchewan Apprenticeship and Trade Certification Commission Offices

**Head Office**

Saskatchewan Apprenticeship and Trade
Certification Commission
2140 Hamilton Street
Regina SK S4P 2E3

| | |
|---|---|
| Phone: | (306) 787-2444 |
| Fax: | (306) 787-5105 |
| Toll-free: | 1-877-363-0536 |
| Email: | apprenticeship@gov.sk.ca |
| Website: | www.saskapprenticeship.ca |

**Regional Offices**

Apprenticeship and Trade Certification Commission
Estevan Regional Office
Box 5000
130 - 255 Spruce Drive
**Estevan** SK S4A 2V6

Apprenticeship and Trade Certification Commission
Mistasinihk Place
Box 5000
1328 LaRonge Avenue
**La Ronge** SK S0J 1L0

Apprenticeship and Trade Certification Commission
Moose Jaw Regional Office
W.G. Davies Building
Room 222, 110 Ominica Street West
**Moose Jaw** SK S6H 6V2

Apprenticeship and Trade Certification Commission
North Battleford Regional Office
1146 - 102 Street
**North Battleford** SK S9A 1E9

Apprenticeship and Trade Certification Commission
Prince Albert Regional Office
Box 3003
141 - 15th Street East
**Prince Albert** SK S6V 6G1

Apprenticeship and Trade Certification Commission
Saskatoon Regional Office
The Professional Building
1630 Quebec Avenue
**Saskatoon** SK S7K 1V7

Apprenticeship and Trade Certification Commission
Swift Current Regional Office
Room 521.9, 350 Cheadle Street West
**Swift Current** SK S9H 4G3

Apprenticeship and Trade Certification Commission
Yorkton Regional Office
Room 302, 120 Smith Street East
**Yorkton** SK S3N 3V3